



Municipal Fire Management Planning

MUNICIPAL FIRE PREVENTION PLANNING ROLE STATEMENT

Background

The *Country Fire Authority Act 1958* (CFA Act) s.55A requires municipalities in the country area of Victoria to prepare and maintain a Municipal Fire Prevention Plan. Integrated Fire Management Planning (IFMP) was endorsed and funded by the Victorian Government in 2008. The implementation of IFMP Framework has resulted in structural changes to Municipal Fire Prevention Committees (MFPCs). MFPCs are in the process of transitioning to Municipal Fire Management Planning Committees (MFMPCs).

Issue

While MFPCs are transitioning to MFMPCs, current legislative provisions for agencies and organisations must be complied with including:

- preparation and maintenance of municipal fire prevention/management plan;
- audit requirements; and
- role of Municipal Fire Prevention Officer (MFPO).

MFPOs may need to work across requirements of MFPCs and MFMPCs at the same time depending upon transition status.

Administrative Procedure

COUNCILS

The CFA Act requires Councils to prepare and maintain a MFPP. The legal responsibility for the preparation and maintenance of a MFPP rests with councils, not the MFPO.

Part 6A of the Emergency Management Manual Victoria (EMMV) provides guidance for Municipal Emergency Planning Committees in integrated municipal level fire management planning. This has resulted in structural changes as follows:

- Municipal Fire Prevention Plans (MFPPs) are now subsets of Municipal Fire Management Plans (MFMPs). The MFMP must now satisfy the prescriptions in the CFA Act, the Electricity Safety Act and the EMMV
- Municipal Fire Prevention Committees (MFPCs) as constituted under the CFA Act have generally been replaced by Municipal Fire Management Planning Committees (MFMPCs) under the EMMV. MFMPs are sub-committees of MEMPC



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MUNICIPAL FIRE PREVENTION OFFICER (MFPO)

In accordance with the CFA Act, a MFPO must be appointed for every municipality located wholly or partly with CFA's area of responsibility (s.96A). The MFPO has a variety of legislative responsibilities under both the CFA Act and Country Fire Authority Regulations 1992 (CFA Regulations). These range from administration of the MFPC, to implementing treatments to minimise fire risk. These responsibilities are specified under the CFA Act and the CFA Regulations. They include:

- issuing permits to burn (CFA Act s.38)
- serving fire prevention notices (CFA Act s.41(1))
- serving fire prevention infringement notices (CFA Act s.41E)
- acting as the executive officer and chair of the MFPC (CFA Act s.54(2)(a))
- recording and distributing minutes of the MFPC (CFA Regulations r.127(b)(i)(ii))

As executive officer of the MFPC the MFPO has traditionally led the development of the MFPP on behalf of the municipality. Where MFPCs remain in place, the MFPO will be the chair and executive officer of that committee and should ensure proper implementation, monitoring and review of the MFPP.

Where a MFMPC is operating, there is no legislative requirement that the MFPO act as Executive Officer or chair the meeting. The recording and distributing of Minutes of the MFMPC will be agreed upon in the Terms of Reference of the MFMPC. Council may support the administrative functions of the MFMPC.

MANAGER COMMUNITY SAFETY (MCS)

Each CFA Region employs a person to be the Manager Community Safety (MCS). The primary purpose of this position is to ensure the management, coordination and initiation of Community Safety initiatives throughout the Region that is consistent with CFA corporate objectives.

The position of (MCS) has a number of key result areas, which include:

- Manage the delivery of corporate intervention programs in the Region
- Manage the delivery of statutory compliance throughout the Region
- Manage vegetation management program throughout the Region
- Measurement and reporting of the outcomes for community safety in the Region
- Identify, Analyse, Prioritise, Treat, monitor and review, community risks in the Region
- Manage the delivery of public relations and media liaison initiatives throughout the Region



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- Liaise with agencies, organisations and groups having responsibility, influence and/or interest in emergency management, planning and implementation of prevention and mitigation strategies – the MCS can provide assistance to Council, the MFPO and MFPC in carrying out their functions under Section 55A of the CFA Act.
- Liaise with and advise industries on relevant risks and possible risk mitigation
- Assist in development of corporate community safety policy and programs
- Develop Strategies to increase the capacity to undertake community safety work within the Region
- Liaise with CFA Operations members of Fire and Emergency Management to ensure an integrated approach to community safety
- Develop the community safety business within the area and coordinate and manage service delivery to them

References

Country Fire Authority Act 1958

Country Fire Authority Regulations 2004